



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S LICENSING SUPERVISOR

Class No. 002736

■ CLASSIFICATION PURPOSE

To supervise, coordinate and oversee the work of licensing clerks and specialists performing records search, office and field verification work on business licenses, background checks, special permits and state registration requirements; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is found only in the Licensing Division of the Sheriff's Department. Under the direction of the Licensing Manager, incumbents are responsible for the supervision and training of subordinate licensing classes and for the authoritative interpretation of county ordinances, state codes and federal regulations. The licensing supervisor performs final license/permit determinations on all but the most complex requests, coordinates the required background/enforcement activities, and manages the office in the absence of the Licensing Manager. This class differs from the next lower class Sheriff's Licensing Specialist in that the latter is a non-supervisory class responsible for determining initial and continuing license/permits eligibility where field verification work is required before a recommendation may be made.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Sheriff's Licensing Supervisor

Essential Functions:

1. Assists in planning, directing and coordinating the activities required in the investigation, preparation, processing, review, maintenance and distribution of licensing records and documents and state registration requirements.
2. Supervises the work of subordinate classes that interview applicants, the general public and law enforcement personnel to verify information for police regulated business licenses, special permits and registration requests.
3. Performs the most complex interviewing and research work.
4. Compares application information to County ordinances and state codes, computer records, files and site visit data to determine initial and continuing eligibility, or compliance with regulations.
5. Makes final determination on application recommendations prepared by subordinates.
6. Interprets criminal history information.
7. Coordinates investigations to gather information.
8. Drafts amendments to regulatory ordinances of the County Code, in consultation with counsel, for implementation by the Board of Supervisors.
9. Performs quality assurance reviews on clerical and administrative procedures to ensure that licenses/permits or registrations are granted only after full compliance with all legal prerequisites.
10. Contacts state and all character reference writers to verify information for concealed weapons permits.
11. Accepts and responds to subpoenas.
12. Provides depositions or testimony in court.
13. Represents the department at appeal hearings .

14. Prepares reports and records.
15. Directs and oversees the proper receipt, accounting and security of monies collected by the Licensing Division.
16. Manages and directs the operations of the Licensing Division in the absence of the Licensing Manager.
17. Acts as liaison to Contract City Licensing Officials.
18. Oversees the misdemeanor citation enforcement of police regulated business licenses.
19. Assists County Counsel with adoption and/or revision of County regulatory ordinances.
20. Forwards information to law enforcement and/or other agencies when discrepancies or reportable violations of regulations are discovered.
21. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- San Diego County Code of Regulatory Ordinances
- California Vehicle Code.
- California Business and Professional Code.
- California Penal Code, including felony and misdemeanor distinctions and charges.
- Filing systems, policies and procedures used in the San Diego Sheriff's and/or Records Division.
- Law enforcement records and information systems such as SUN/CLETS/NCIC/VCIN.
- California Penal Code, Financial Code, Health & Safety Codes relating to regulatory ordinances or State mandated licenses or registrations.
- Federal laws and regulations governing licenses, permits and registrations.
- General Management System in principle and in practice.
- California State legislative processes.
- California Government Code Section 6254 concerning public and private information.
- Contract City Regulatory Ordinances and procedures.
- Statistical, budgeting, and accounting principles and applications.
- Telephone, office and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Supervise, train, and evaluate the work of others.
- Determine eligibility based on felony misdemeanor conviction/charge history.
- Provide authoritative interpretations of ordinances, regulations and laws.
- Conduct computer and records research.
- Determine violations and apply proper enforcement.
- Contact and communicate with people from a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact, and diplomacy.
- Communicate effectively in English, both orally and in writing.
- Prepare factual reports and recommendations.
- Testify in court.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. One (1) year of experience as a Sheriff's Licensing Specialist or its equivalent with the County of San Diego, OR;
2. Three (3) years of clerical experience as a Sheriff's Licensing Clerk II or its equivalent with the County of San Diego, OR;

3. Five (5) years of clerical experience performing criminal or confidential records and/or background checks for a public agency, court, collection or lending institution which included responsibility for determining eligibility and for making final recommendations based on the interpretation of regulations, statutes or laws, one (1) year of which included supervising the work of a clerical unit performing initial eligibility requirements.

Note: Completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

In some positions, completion of P.O.S.T. approved P.C. 832 training prior to the end of the probationary period is required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: December 12, 1992
Revised: January 26, 2001
Reviewed: Spring 2004